

City of Takoma Park, Maryland



Office of the City Manager

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Richard M. Finn, City Manager

MEMORANDUM

TO: City Council

FROM: Richard M. Finn, City Manager

Subject: Update on Community Center Project

Date: February 10, 2004

Recently, the City Council requested my office to provide an update on the Community Center Project. The Council request focused on two primary considerations. First, the design and phasing of the new Community Center with a special emphasis on the identification of any changes made from the approved design.

On January 7, 2004, my office contacted Larry Abell, who is the City's Architect for the project, and requested that his firm respond to the following request:

(I) **Design and Phasing**

The Council previously authorized dividing the Community Center project into two phases: the Community Center and the Gymnasium. Please provide a clear list of what will be included in each phase. Please also list any alternations from the original design, indicating if the item is postponed or dropped. Please include the amount of money each of these items decreased or increased the development cost. This list should include, but not be limited to:

- a) Details about the façade, including which portions will be built in which phase;
- b) Information about how the rear of the Municipal Building and Library will look, since the rear underground parking garage was dropped;
- c) Plans for the second floor promenade;
- d) Specific information about the wall, berm, pipe, and metal gates that now included to meet stormwater requirements;
- e) A description of the design changes that eliminated the plaza covering the front, lower level parking lot;

- f) Clarification of how the white poles (vertical steel beams) around the outside of the façade will look (i.e., will they include the originally designed Victorian accents as depicted in the artist's rendering).

Please make a special note of any items that are not included in the current contract with the general contractor, if that item is required for the phase to be usable. (This should include the items you identified in your recent request for authorization to extend the contract by \$750,000.)

Response from the Architect:

Attached in Sections 1 through 12, the Architect has responded to the above listed questions. In addition, new drawings and a concept picture of the new Community Center have been provided. Larry Abell will be present at the Tuesday, February 17 Council meeting to present this information and respond to questions.

(II) **Financial**

Please provide the following information in a clear and concise format:

- a) A list of the amount of money required for each phase, including, but not limited to, all actual and anticipated contractor fees for architectural work, permits, construction and contingency funds.

Response: Please see Section 13.

- b) Identification of the actual and expected sources of money for each phase of the project. For identified sources of money, please indicate if the supplying organization has committed the money for Takoma Park's use, if we have received the money, and what restrictions there are on the use of the money. This is primarily a review for new Council members.

Response: Please see Section 13.

- c) Clarification of whether or not the City has made any commitments to the contractor on the list of items discussed during the December 1, 2003 Council meeting:

Response: Based on Council authorization, the City negotiated an agreement with the general contractor, Knotts Construction, which provided for the following:

1. The contractor will hold the contract prices for all construction items contained in the \$690,000 alternative up until April 1, 2004. The City agreed to pay the contractor \$40,000 for holding these prices constant

until April 1, 2004 as well as settling all outstanding claims by the contractor against the City for delay.

- d) Updated information on the status of the potential litigation with the general contractor, including details of any settlement:

Response: At the present time, there is no litigation or threatened litigation between the City and the General Contractor.

- e) A copy of the estimated operating costs for the first year of operation and the assumptions on which that estimate is based:

Response: Attached in Section 14 is the proposed Recreational Staffing for the Community Center that was prepared several years ago. The City Recreation Director and Public Works Director have worked together to update this information to provide the Council with an estimated cost to operate the new Community Center. During the upcoming budget process, City staff will be refining these cost numbers.

- f) For each phase, a copy of the estimated cost for initially equipping the Community Center, including, in general terms, what equipment is included in the estimate.:

Response: The City's budget for the Community Center does not include any funds for equipping the new Community Center. The Community Center Foundation has identified a need for \$300,000 to properly equip the new Community Center. A breakout of how this funding will be spent will be provided during the Council meeting.